

# LESLIE A. ERWIN, PC

70 Macon Street \* McDonough, Georgia 30253  
(678)782-5808

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Tenant Name: \_\_\_\_\_

Others: \_\_\_\_\_

Rental Address: \_\_\_\_\_  
*Street Address* *County* *City* *State* *Zip*

Tenant(s) still occupy the property: \_\_\_ Yes \_\_\_ No

Signed Lease: \_\_\_ Yes \_\_\_ No Date Lease Expired: \_\_\_\_\_

Date Rent Due: \_\_\_\_\_ Date Rent Late: \_\_\_\_\_ Date of Last Rent Payment: \_\_\_\_\_

Total Rent Due: \$ \_\_\_\_\_ Total Late Fee: \$ \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_

Demand Letter: \_\_\_ Yes \_\_\_ No *If sent, date: \_\_\_\_\_ Method: \_\_\_ First Class \_\_\_ Certified*

Notice Letter: \_\_\_ Yes \_\_\_ No *If sent, date: \_\_\_\_\_ Method: \_\_\_ First Class \_\_\_ Certified*

Anything filed with the court: \_\_\_ Yes \_\_\_ No Civil Action File No.: \_\_\_\_\_

Which Court: \_\_\_ Magistrate \_\_\_ State \_\_\_ Superior County: \_\_\_\_\_

If yes, what documents have been filed: \_\_\_\_\_

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*Please provide copies of everything that has already been filed with the court regarding this matter.*

Damage to Property: \_\_\_ Yes \_\_\_ No Can you provide photos: \_\_\_ Yes \_\_\_ No

Can you provide copies of correspondence: \_\_\_ Yes \_\_\_ No

Can you provide copies of invoices: \_\_\_ Yes \_\_\_ No

Additional Information: \_\_\_\_\_

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